



## Doctoral examinations under the condition of cotutelle

For the submission of dissertations that have been written within the framework of a cotutelle agreement, specific instructions must be observed. Please read the following information carefully and also inform the other parties involved, especially the two supervisors of your dissertation!

### 1. Submission of the dissertation

**As a rule, the submission deadlines at the two universities involved usually are not the same. Therefore, the submission of a dissertation within the framework of a cotutelle should be announced to the examination office of LMU and the corresponding institution of the partner university in time to avoid possible problems.**

**Cotutelle candidates share responsibility for the flow of information, as they are in direct contact with their supervisors.**

Please review the cotutelle agreement when scheduling your submission. This usually states,

- whether an abstract must accompany the dissertation and in which language it must be written,
- the location of the defense (**cannot be changed without an amendment to the agreement**), and
- the members of the examination committee (**defense**).

Please provide feedback to the Examinations Office if the current schedule of your examination does not match what is specified in the Cotutelle Agreement.

As a rule, the university where the defense is to take place is the lead university for submission. In all cases, the dissertation must be submitted to both universities according to their respective regulations. Please inquire at both universities which deadlines are relevant in each case and also inform the Examinations Office of LMU (PAGS) of the dates and deadlines of your doctoral procedure at the partner university.

### 2. Reviewing Process

**Before the dissertation can be defended, it must have been reviewed and accepted at both universities.** Please note that the review process can be organized very differently. The differences do not only concern deadlines, but especially the appointment of the reviewers. At LMU, the supervisors of the dissertations are also reviewers. At the partner university, this may be regulated differently and, for example, an external review may be required. Grading is also not necessarily done according to the same grading schemes.

LMU appoints the supervisor at LMU as the first reviewer, and the supervisor at the partner university as the second reviewer.

**If the reviews haven't been submitted at LMU, you will not be allowed to defend your dissertation, even if the partner university has been chosen as the venue and the dissertation has already been accepted according to the regulations of the partner university.**

Please be sure to clarify with your supervisor at the partner university whether he or she is aware that a review from him or her is required at LMU. It is also advisable to clarify with him or her to which address LMU should send the review copy of your dissertations and the accompanying information.

### 3. Disputation (defense)

**If the requirements for admission to the defense at both universities are met, the defense can take place.** The protocol of the defense must be sent to the partner university either by one of the examiners or by the university office responsible for the administration of cotutelle procedures. Only then the examination procedure can be completed. **According to the doctoral regulations at LMU the protocol for LMU must show a grading according to the following scheme. Only under this condition the examination procedure can be completed at LMU:**

0,5	=	summa cum laude	=	Ausgezeichnet/excellent
1	=	magna cum laude	=	sehr gut/very good
2	=	cum laude	=	Gut/good
3	=	rite	=	Genügend/sufficient
4	=	non sufficit	=	ungenügend (Ablehnung der Dissertation)/not sufficient (rejection of the dissertation)
Rückgabe zur Umarbeitung (bis zu 2 Jahre) / Return for revision (up to two years)				

After successfully passing the disputation, you will receive a certificate (confirming the grades – “*Promotionszeugnis*”), as well as a confirmation that the doctoral procedure was carried out within the framework of a cotutelle agreement between LMU and the partner university.

### 4. Completion of the examination process and publication of the dissertation

**Please note that the doctoral regulations of LMU require the publication of the dissertation.** This applies even if there is no publication requirement at the partner university. Please consider that fact in your further career plan.

You will receive the **doctoral degree certificate (“*Promotionsurkunde*”)** of LMU, with which the doctoral degree is awarded, only after you have submitted to the examination office the printing approval of your supervisor at the LMU and after you have sent three deposit copies of the dissertation to the university library of the LMU. Please note that the issuing of the doctoral certificate at LMU can take between four and eight weeks.

If you have any questions, please do not hesitate to contact the Examination Office.